

# TELLER

- DO YOU LIKE:**
- Using Mathematics and critical thinking to solve problems?
  - Detail oriented tasks?
  - Actively looking for ways to help people?
  - Working closely with supervisors and peers?



Title	Entry Wage	Average	Medium	Middle Range	Training
Teller	\$8.10	\$9.60	\$9.40	\$8.30 - \$10.60	Short Term On the Job Training

## JOB OUTLOOK

- Employment of tellers is projected to grow in Utah by 2.7 percent and have 390 openings annually.
- Tellers who have excellent customer service skills, are knowledgeable about a variety of financial services, and can sell those services will be in greater demand in the future.
- Advances in automation and technology will likely reduce the need for tellers who perform only routine transactions.
- Most openings will be a result of high turnover, which is normal of occupations that require little formal training.

## JOB DESCRIPTION

- Use attention to detail to make sure that financial transactions are conducted accurately
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Use customer service skills to solve problems and sell bank services
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Identify transaction mistakes when debits and credits do not balance.
- Process transactions such as term deposits, retirement savings plan contributions, automated teller transactions, night deposits, and mail deposits.

# TELLERS



## WORKING CONDITIONS

- Work in well lit, well ventilated office setting
- Interact with the public
- Work closely with supervisors and peers
- May work weekends as banks expand their hours for customers' convenience

## EMPLOYER REQUIREMENTS

- Basic Accounting Skills
- Sales Skills
- Customer Service Skills
- ATM Knowledge
- Safety Procedures Knowledge
- Securities Knowledge
- Communication Skills
- Honesty

## FOR TRAINING

Most jobs in this occupation require a high school diploma.

Once hired, tellers usually receive on-the-job training.

**Related Job Info:** <http://careers.utah.gov>  
<http://jobs.utah.gov>

# Build your own Teller



**Picture yourself here!**

## Career Ladder

Occupation \_\_\_\_\_

Average entry wage per hour: \$ \_\_\_\_\_

Required training/experience: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Training institution: \_\_\_\_\_

Funding: \_\_\_\_\_

Occupation \_\_\_\_\_

Average entry wage per hour: \$ \_\_\_\_\_

Required training/experience: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Training institution: \_\_\_\_\_

Funding: \_\_\_\_\_

Occupation \_\_\_\_\_

Average entry wage per hour: \$ \_\_\_\_\_

Required training/experience: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Training institution: \_\_\_\_\_

Funding: \_\_\_\_\_

Occupation \_\_\_\_\_

Average entry wage per hour: \$ \_\_\_\_\_

Required training/experience: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Training institution: \_\_\_\_\_

Funding: \_\_\_\_\_

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